

ANNOUNCEMENT FOR FOREIGN NATIONAL INTERNSHIP OPPORTUNITIES WITH THE U.S. MISSION IN RABAT

Announcement number: 01-20

HR Intern - Rabat

OFFICE/LOCATION: Human Resources

WORK HOURS: 20-40 hours per week (flexible days/hours)

STARTING DATE:
b) Summer session: Start date -June 2020
c) Fall session: Start date -September 2020

DURATION: 12 - 20 weeks

CLOSING DATE: Until filled

OPEN TO: Moroccan or other Non-U.S. Citizen students, with a valid permanent residence permit for Morocco, who are **currently, enrolled not less than half-time at the Universities, schools, institutes in Morocco.** Students must be at least 18 years.

Human Resources Section is seeking eligible and qualified applicants for **HR Intern** position in Human Resources Section, Rabat.

Overview:

The Foreign National Student Intern Program was developed in compliance with U.S. law and in conformance with local law and customs. The Foreign National Student Intern Program is designed for students who are non-U.S. citizens seeking internships with U.S. Missions abroad. The program benefits both posts and students by providing the foreign national students with valuable educational experience in U.S. Missions and by assisting posts in accomplishing their mission goals. The purpose of the Foreign National Student Intern Program is to offer students the challenge of working in a foreign affairs arena and at the same time profit by their assistance.

There are no benefits attached to this internship and no compensation, nor any future employment rights.

The final offer of internship and starting date will be contingent upon, but not limited to, the following: satisfactory review of your suitability, ability to obtain applicable Security and Medical clearances and certifications.

BASIC FUNCTION:

The student will perform numerous customer service duties; including assisting with diplomatic cards requests; prepare work-related certificates and help in the recruitment/new hire process. S/he will perform clerical duties to include filing, scanning and shredding documents. The student will also be in charge of data entry in various HR systems.

QUALIFICATIONS REQUIRED:

Education/Background: University studies

Language Proficiency: Level III (fluent) in both spoken and written English, Level IV spoken and written French, and Level IV spoken and written Arabic.

Skills and Abilities: Excellent computer skills (word, and Excel). Excellent interpersonal and communications skills and ability to deal effectively with customers. Time management skills and ability to meet deadlines is required. Ability to provide translation of HR routine correspondence from English to French and Arabic and vice versa.

APPLICATION PROCEDURES:

Application language is English. Interested applicants should submit:

- A Statement of Interest describing the applicant's objectives and motivations in seeking internship with the US Mission. Blank form is attached with this announcement. (please specify in the application the period of internship **Summer** or **Fall**)
- A copy of academic standing
- A written permission from educational institution
- Documentation of legal residency in Morocco

SUBMIT APPLICATION TO:

- a) By mail to: Human Resources Office
Attention: Foreign National Student Intern Program
Address: American Embassy, B.P. 120, Rabat, Morocco
- b) By e-mail : InternshipRabat@state.gov

Telephone: (212)537-63-73-05